ROUTING AND TRANSMITTAL SL'

Date: 3 July 80

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. JOHN —		
2.		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Attached is REC0's input for the Third Quarter FY-80 DDCI Goals Progress Review. This is due in MS/DDA 9 July. We can either hold until Dave's return on Monday for his input and shepherding thru front office or we can send to D/L now. Believe we can hold up until What do you think? Monday morning.

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As Requested		For Correction		Prepare Reply	
Circulate		For Your Information		See Me	
Comment		Investigate		Signature	
Coordination		Justify			

REMARKS

Dave / Tony – I will need an up date on status of SAFE ADSTAR, PLAZA 153 & Bookfield & Tyler, C&C & Hqs for this. Also need (over)

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	Phone No.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Third Quarter 1980 DDCI Goals Program Review

FROM:		EXTENSION	NO.
Chief, Management Staff, DDA 7D18 Hqs			DD/A 80-0069/6
			DATE 17 JUN 1980

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Director of Logistics	1 8 JUN 1980			Jim: ① Conflicts w 24th want to change date of Conf? ② Did you task RECD to prepare paper?
2. D/L	2 3 JUN 1980			
3. R&PS				
4. RECD				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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DD/A 80-0069/6

1 6 JUN 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff, DDA

25X1

FROM:

Chief, Management Staff, DDA

SUBJECT: Third Quarter 1980 DDCI Goals Program Review

REFERENCE: Multi-adse Memo from DDCI dtd 4 Jun 80,
Subject: FY-80 Goals Program (ER 80-4482)

1. The attached memorandum announces the Third Quarter FY-80 DDCI Goals Program review. We are scheduled on 24 July 1980 from 1500 to 1630 hours in the DCI Conference Room. Don wants all addressees to attend. (U)

2. Don and Bill Hart have decided upon an agenda of goals to be presented to Mr. Carlucci. A total of 10 major goals will be reported to the Deputy Director of Central Intelligence (DDCI), five of which will be briefed in their entirety and two others which will be briefed in part. The agenda is:

Goal	Responsible Component	Brief
The CIA Classification Review and Information Release Program	ISS	yes
Agency Space Planning -- 85,000 sq ft building update	OL	yes
Directorate Progress in Implementing Recent Agency-wide Personnel Management Decisions	CMO	no

  -- Agency-wide vacancy notices
  -- Uniform panel precepts
  -- SIS senior officer development

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Goal	Responsible Component	Brief
Directorate Progress in Improving 1980 Annual Personnel Plan Statistics	CMO	
-- Personal Rank Assignments (PRAs)		no
-- Counseling cases		yes
-- Retirement and resignation projections		no
-- Rotational assignments		yes
Office of Security Implementation of APEX	OS	yes
	OC	yes
	SSA	yes
Strengthen the Agency-wide Policy Coordination Role of the Office of Training	OTR	
-- Component-conducted training survey		no
-- Progress of and evaluation plans for the Agency Language Improvement Program		no
-- DCI interest in education for the intelligence profession		yes
Administrative Problems Faced by Overseas and [ ] Employees	SSA	yes
Oversee Completion of the Information Handling Task Force Study	IHTF	no
Provide Timely and Responsive Support and Coordination to the DDO in Development of the CRAFT Concept	ODP	no

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While CMO and SSA are requested to prepare appropriate progress reports, Don will brief the APP, [   ] administrative issues, and overseas/domestic employee support goals himself. (S)

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3. Briefing assignments are as indicated above. Each of you is asked to keep your presentations crisp and to limit your formal presentation to about 5 to 7 minutes so that the DDCI can have time to react to your briefings and yet ensure that all of you can get to and through your material. (U)

2

4. Formal paperwork (Goals and progress report) associated with the Goals Program has again been requested. Attachment B is an example of the required format. These written reports must be submitted to[   ]by 17 July. We have been asked to limit them to one page. In order that we have sufficient time to standardize them, we ask that you submit them by 9 July 1980. (U)

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5. Don has again asked that we dry-run our presentations before the 24th. We have scheduled the dry run in the DDA Conference Room on 16 July 1980 from 1530 to 1700 hours. (U)

6. To summarize, the scheduled events leading to the 24th are:

9 July: Goals and progress report (one copy only) due to DDA Management Staff

16 July: Dry run in DDA Conference Room from 1530 to 1700 hours

17 July: Directorate Goals and progress reports to DDCI

24 July: Third Quarter FY-80 DDCI Goals Program review (U)

7. I am available to discuss this with you if you have questions. (U)

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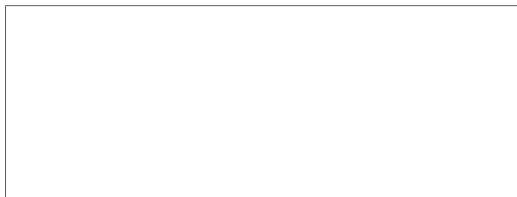
Attachments:
A. Referent Memo
B. Example - Goals and progress report

3

our understanding + tasking
from EXCOM after our
presentation for new Hqs
Bldg. I believe we agreed
there was no tasking, but

25X1

_____ minutes say
we are to do planning.
I think we have to point
out we can't do this
without the extra
people. However, there
may be something we
can do without additional
people and we should
identify. Lets get together discuss.

25X1

4 June 1980

MEMORANDUM FOR: Deputy Director for Administration
                Deputy Director for National Foreign Assessment
                Deputy Director for Operations
                Deputy Director for Science and Technology
                Inspector General
                General Counsel
                Legislative Counsel
                Comptroller
                Director, Office of Equal Employment Opportunity
                Director of Personnel Policy, Planning, and
                  Management
                Director of Public Affairs

FROM   : Deputy Director of Central Intelligence

SUBJECT   : FY-80 Goals Program

1. The tentative schedule for the FY-80 CIA Goals Program Third Quarter review is as follows:

DDO	17 July	1500 - 1630
DDA	24 July	1500 - 1630
DDNFA	31 July	1500 - 1630
DDS&T	7 August	1500 - 1630

All meetings will be in the DCI Conference Room.

2. In preparing your goals for this quarter, please carry over any appropriate goals from our last discussions and continue to utilize appropriate objectives of your SIS Advance Work Plan. You should add other recent top priority goals for your area that you wish to discuss. You can also begin your transition to FY-81 goals.

3. All directorates should have an appropriate personnel management goal focusing not only on implementing recent Agency-wide personnel manage- ment decisions--e.g., Agency-wide vacancy notices, uniform panel precepts, and SIS development--but also on personnel goals or issues unique to your directorate. Please include areas of concern that I highlighted in my memo to you on your FY-80 APP, particularly on reducing PRAs, better personnel planning, and improved EEO performance.

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4. Please either assure that the following goals are included or give me a reason why they are not appropriate:

DDA

- Progress and evaluation plans for Agency Language Improvement Program; other OTR activities

-

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- Space planning, implementation of recent EXCOM decisions

DDO

- Agent communications (with S&T)

-

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- Overseas crisis management

DDS&T

- Progress in preparations to exploit new imaging systems

-

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-

NFAC

- Progress in improving the quality of analysis

- Progress/problems on long-range plans for major intelligence questions of 1980s, including expanding reporting on world-wide energy demand

- Improved warning and crisis management and progress on Continuity of Government project

5. Please submit your goals to me at least one week before your scheduled meeting. Include objectives, milestones, progress to date, and any issues or problems. Most, if not all, of your office/division chiefs should participate in your review session. Each of the deputy directors is invited to attend each others' meetings. If a deputy director cannot attend, he should send a principal alternate who can speak for him.

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6. I would like each of the seven independent office directors to provide me with a brief, written quarterly progress report on his individual Advance Work Plan objectives by 4 August. Include any issues or problems you may want to bring to DCI/DDCI attention or any revisions you may want to propose. OPPPM should discuss in some detail progress in implementation of the many EXCOM/NAPA recent decisions.
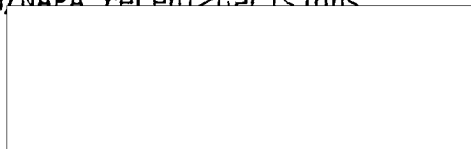
/Frank C. Carlucci

cc: DCI
     SA/DDCI

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GOALS AND PROGRESS REPORT

CIA GOALS PROGRAM

Goal: Increase the acquisition and maintenance of foreign language skills of Agency employees.

Presenter: Donald E. Smith
Director of Training

Milestones: 1 Oct 1979 - Initiate New Language Incentive Program throughout CIA.

Review and refine Unit Language Requirements (ULRs) by directorate.

LDC assumes responsibility for reporting to DTR on the program.

1 Feb 1980 - LDC report for FY 1979 provides current status and comparison of employees enrolled in language training during the past three years.

1 Jul 1980 - Report on comparison of awards made under the new program with those made in each of three prior years.

1 Jul 1980 - Prepare a fiscal year estimate of costs for maintenance awards.

1 Jul 1980 - Complete development of Recorded Oral Proficiency Examinations (ROPE) in 14 foreign languages.

Quarterly plus two weeks - Report on Language Use Awards (LUAs).

Progress to Date: All four directorates have reviewed and refined individual ULRs; NFAC awards in abeyance pending new review scheduled for completion in February 1980.

Seven languages have been written and recorded under ROPE. Seven others are in progress.

Part-time training sharply increased following implementation of the incentive program. DDO and NFAC show increases of 69 and 85 percent respectively.

Full-time training, current and projected, shows no change as compared with FY 1979.

First quarter FY 1980 - 563 Language Use Awards in effect at a total cost in FY 1980 of $731,900. If estimated 38 percent fulfillment rate of the 2,225 ULRs is reached, yearly cost would be $1,108,000.

Issues and Problems: Comptroller has been requested to clarify funding of LUAs. NFAC to complete review of LUAs, using stringent criterion.